*Please complete this form digitally if possible, if not, please print in black ink*

**Position Applied for**

|  |  |
| --- | --- |
| Post Title |  |

#### Applicant’s Contact Details

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

#### Education, Qualifications and Professional Memberships

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Education Establishment / Professional Body** | **Course** | **Qualification / Membership** |
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Please continue on a separate sheet if necessary

**Employment History**

In this section please outline your most recent employment.

|  |  |
| --- | --- |
| Dates employed |  |
| **Employer**  **(Name / Address)** |  |
| **Role** |  |
| **Responsibilities** |  |
| **Achievements** |  |

In this section please outline your previous employment history in reverse chronological order (most recent first). Please include any voluntary work you have undertaken as well as paid employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates(s)** | **Employer**  **(Name / Address)** | **Role** | **Responsibilities** | **Achievements** |
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| --- | --- | --- | --- | --- |
| **Dates(s)** | **Employer**  **(Name / Address)** | **Role** | **Responsibilities** | **Achievements** |
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Please continue on a separate sheet if necessary

**Personal Statement 1 (max 500 words)**

In this section please outline why you would like the role

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| --- |
| Please continue on a separate sheet if necessary |

**Personal Statement 2 (max 1500 words)**

In this section please outline how you meet the requirements of the role

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| --- |
| Please continue on a separate sheet if necessary |

**General Requirements and Information**

|  |  |  |
| --- | --- | --- |
| **1** | **Do you hold a current driving licence?** | Yes / No |
| **2** | **Do you have access to personal transport that you could utilise while at work?** | Yes / No |
| **3** | **If the answer to either question ‘1’ or ‘2’ above is ‘No’, please outline how you will fulfil the mobility requirement of the role (only applicable for Energy Support Advisor or Outreach roles):** | |
| **4** | **What period of notice are you required to give your present employer?** |  |
| **5** | **If appointed when could you start work?** |  |
| **6** | **The successful candidate will be required to undergo a Disclosure Scotland basic check. Are you willing to do this?** | Yes / No |
| 7 | In accordance with the Asylum and Immigration Act 1996 Section 8, if you are invited to attend an interview you must provide an original document which states your National Insurance Number (eg P45, Payslip or a National Insurance Card)  Are you able to provide this? | Yes / No |
| **8** | **If you were to be called for interview do you have any specific requirements with which we could assist to enable your attendance?** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referees | | | | |
| Please give the names and addresses of two people who can comment on your suitability for this post. One of these should be your present or most recent employer *(if not, please explain why)*. | | | | |
| Referee 1 |  |  | Referee 2 |  |
| Name |  | Name |  |
| Position |  | Position |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| May we contact this referee before interview? | Yes / No | May we contact this referee before interview? | Yes / No |
| In what capacity does this referee know you? |  | **In what capacity does this referee know you?** |  |

#### Declaration

|  |  |
| --- | --- |
| I confirm that the information I have given in this application is to the best of my knowledge, true and complete | |
| **Name** |  |
| **Signature/digital signature** |  |
| **Date** |  |

###### Completed Forms

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| --- |
| Please return your completed form marked ‘THAW Confidential’ to: **THAW, 12-14 Queen Street, Kirkwall, Orkney, KW15 1JE** |